

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

VAN NUYS RECREATION CENTER

14301 Vanowen St. 91405

818-756-8131

Email: vannuys.recreationcenter@lacity.org

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE

0-4

Hourly rate: \$21.50

MONDAY- SATURDAY HOURS AVAILABLE

2:00PM-8:00PM

WEEKLY AVAILABLE HOURS

0 TO 20+ HOURS PER WEEK (Varies and as needed)

Description of Duties: Seeking qualified staff to assist with our Volleyball, Soccer, and Basketball leagues. As well as assisting with our After School Club with homework help, supervision, and provide activities that are age appropriate and promote sportsmanship/teamwork.

Duties Performed:

- Teach various sports/ recreational activities to different age groups.
- Prepare instructional plans.
- Set up/ break down supplies for clinics, classes, special events, and/or league.
- Must dress accordingly to specific clinics, classes, special events, and/or league.
- Umpire/ referee games as needed.
- Supervision of a group of children at facility, outdoor area, and public spaces.
- Organizing activities and supplies needed.

Qualifications:

- Have clear communication with patrons and staff at the facility.
- Have great time management and reliability.
- Be professional and have great work ethic.
- Exercise good judgement, courtesy, and tact with staff and public.
- Communicate clearly and concisely, orally and written.
- Establish and maintain effective working relationships with parents/guardians, public, staff, and other agencies.
- Be on time and ready to work.
- Must be committed to facilitate the start to finish of the classes and programs.

Experience and education:

- ✓ Experience with and knowledge of sports.
- ✓ Experience teaching youth/ community.
- ✓ Must be 18 years of age or older to apply.

TO APPLY, PLEASE CONTACT AND ATTACH RESUME TO

C/O Carlos Rosales Martínez: Carlos.R.Martinez@lacity.org

And to Amanda Jauregui at Amanda.Jauregui@lacity.org

Subject line: Hiring Bulletin

LAST DAY TO APPLY

February 25th, 2025